



WARREN COUNTY PARKS AND RECREATION DEPARTMENT

JOB DESCRIPTION

- I. Name of Position: Business Manager / Executive Assistant to Director of Parks
II. Organization Unit: Administrative Office
III. General Summary: The Business Manager is the first point of contact with patrons entering the Administrative Office.
IV. Qualifications: High school diploma; 2 or 4-year college degree (preferred); proficient in Word, Excel, PowerPoint, Outlook, and must be familiar with OneDrive.
V. Position Wage: This is a full-time position. The wage will be negotiated at the time of hire.
VI. Employee Classification: Non-Exempt
VII. Essential Job Functions: 1. Answer phone and disseminate calls and front desk reception. 2. Use current scheduling system to take reservations and payments.
VIII. Special Work Conditions: May be required to work some extended hours during inclement weather events or special projects
IX. Verification of Understanding Position: By signing this job description, I agree to perform the tasks outlined within and fully understand that I may be assigned other work-related duties and responsibilities as directed by the Director or Assistant Director of WCPRD.

WCPRD Employee Signature
Witness Signature
Director WCPRD Signature

Date
Date
Date